

State of Alabama
Personnel Department
64 North Union Street
P. O. Box 304100
Montgomery, AL 36130-4100
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www.personnel.alabama.gov

Current Announcement

DRIVER LICENSE EXAMINER II - 60411

Salary: \$25,200.00 - \$37,389.60

Announcement Date: March 4, 2015

Application Deadline: March 25, 2015

JOB INFORMATION

Driver License Examiner II is a permanent full-time position with the Alabama Law Enforcement Agency (ALEA). Positions are statewide, in various locations throughout Alabama. This is advanced specialized and minor supervisory work in administering all classes of Alabama license examinations to include vessel licenses and Commercial Driver License skills test.

MINIMUM REQUIREMENTS

Qualified applicants must have all of the following:

- Current, permanent status as a Driver License Examiner I (60410) with ALEA
- Two years of experience in the classification of Driver License Examiner I (60410) with the State of Alabama

Note: On the reverse side of this announcement is a **required questionnaire**. You should attach the completed questionnaire to your application and return it to the State Personnel Department. Applications submitted without the questionnaire will **not** be accepted and will be returned to the applicant.

Special Requirement: Qualified candidates must possess a valid driver license issued by the Alabama Department of Public Safety or ALEA at the time of appointment.

EXAMINATION

- **Promotional** to current state employees in the classification listed above
- An Evaluation of **Training and Experience** as shown on the application and questionnaire will comprise 95% of the applicant's final score for the promotional register, with the remaining 5% being based on the average of the applicant's service ratings for the last three years.

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply by mail or by fax. Application must be received by 5:00 p.m. on the application deadline date shown above. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

*Individuals currently on the register **MUST** reapply to remain eligible for employment.*

*Veteran's credits are **NOT** allowed on promotional examinations.*

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants hired by the State of Alabama on or after January 1, 2012 will be subject to the E-Verify process pursuant to Act No. 2011-535.

*Please refer to the State Personnel Department website or call us at 334-242-3389 for complete information on our policy for accepting post-secondary and advanced degrees.

Driver License Examiner II Experience Questionnaire

For each question, consider your experience as a Driver License Examiner I with the State of Alabama. Read each question, and mark "YES" or "NO." If you check "NO," proceed to the next question. If you check "YES," provide the length of time you have performed the job duties and a brief description of your job duties.

1. Do you have experience training/assisting in training new personnel? (circle one) YES NO
If yes, how long have you performed these job duties (in months)? _____
If yes, provide a brief description of your job duties. _____

2. Do you have experience monitoring other Driver License Examiners or civilian testers (e.g., CDL monitor)? (circle one) YES NO
If yes, how long have you performed these job duties (in months)? _____
If yes, provide a brief description of your job duties. _____

3. Do you have experience handling fees collected in a local office (i.e., recording money received, balancing money received, depositing money received)? (circle one) YES NO
If yes, how long have you performed these job duties (in months)? _____
If yes, provide a brief description of your job duties. _____

4. Do you have experience instructing classes (e.g., Class D, CDL, Fraud, Customer Service)? (circle one) YES NO
If yes, how long have you performed these job duties (in months)? _____
If yes, provide a brief description of your job duties. _____

5. Do you have experience supervising the administration of written, oral, and performance tests? (circle one) YES NO
If yes, how long have you performed these job duties (in months)? _____
If yes, provide a brief description of your job duties. _____

6. Do you have experience composing/implementing office policies? (circle one) YES NO
If yes, how long have you performed these job duties (in months)? _____
If yes, provide a brief description of your job duties. _____

Please list the name(s) and job title(s) of a supervisor(s) who can verify your work experience described above:

Supervisor's name: _____
Job Title: _____

Your Name (printed): _____ Signature: _____